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**MEMORANDUM**

**TO:** State Agencies

**FROM:** SAM II System Administration

**DATE:** June 27, 2002

**RE:** Creating Fixed Asset Shells

When creating fixed asset shells from VIQ or payment voucher documents users have the option of Creating One Shell for each accounting line or Creating Multiple Shells for each accounting line. When the Create One Shell option is selected the system will create one fixed asset shells for **each** accounting line. When the Create Multiple Shells option is selected the system will attempt to create the number of fixed asset shells for each accounting line equivalent to the quantity on each line. See examples below:

Fixed Asset Indicator = Create One Shell

Accounting Line Number	Quantity	Number of FA Shells Created
01	1	1
02	5	1
03	10	1
04	50	1
05	100	1

Fixed Asset Indicator = Create Multiple Shells

Accounting Line Number	Quantity	Number of FA Shells Created
01	1	1
02	5	5
03	10	10
04	50	50
05	100	100

We have recently experienced system performance problems when the Create Multiple Shells option has been selected and the system has attempted to create a large quantity of fixed asset shells (i.e. 500+). In some cases fixed asset shells were not needed for every line and in most cases the number of fixed asset records needed was far less than the quantity indicated on the VIQ/payment voucher line. So in addition to the system performance issues, unnecessary fixed asset shells are being created which then have to be deleted from the suspense file (SUSF).

When using the Create Multiple Shells option, users should consider the number of shells that are needed versus the number that will be created based on the quantities for each line. If a significant number of unnecessary shells will be created, it is more efficient to select the Create One Shell option and copy the documents to create additional fixed asset records needed for the same line.

We are still investigating other alternatives for resolving the issue of creating unnecessary fixed asset shells. In the interim, please make sure that your payment processing staff understand the implications of selecting the Create Multiple Shell option and use it judiciously.